

## PSEA Applications – Frequently Asked Questions

### Application Deadlines

New Student	Current Student
January Semester: 15 November – 31 December July Semester: 1 June – 7 Jul	January & July Semester – please refer to student portal notice.

#### 1. Who May Apply?

- a. Students who have a PSEA account may apply. Students are required to call the PSEA hotline at tel: 6260 0777 to check the balance amount in their PSEA account before applying.
- b. Students who are under 100% MOE Tuition Fee Loan and Study Loan or under 100% Scholarship/Sponsorship (e.g. SUSS Scholarship, Lee Foundation, MENDAKI Education Fund, etc.) are not eligible to apply for PSEA.
- c. Students who are under MOE Tuition Fee Loan (TFL) and/or Study Loans (SL) are eligible to apply for PSEA for the course fees that are not covered by the TFL/SL.  
  
E.g., TFL covers 90% of your course fees, hence you are eligible to apply for PSEA for the remaining 10% of your course fees for the semester.
- d. Students who are applying for SkillsFuture Credit (SFC) are eligible to apply for PSEA for the course fees that are not covered by the SFC.

#### 2. How to apply for PSEA?

SUSS students who are interested to apply for the use of PSEA are to follow the steps listed below.

##### Step 1:

- Call the PSEA hotline at 6260 0777 to check the balance amount in PSEA account

##### Step 2:

- Submit online application via the URL, <https://form.gov.sg/663cf40ebe5b35166a23facd>

##### Step 3:

- Please refer to the attached Appendix 1 for online submission.

More details on PSEA and FAQs are available at the following websites:

<https://www.moe.gov.sg/financial-matters/psea>

3. What does PSEA fund cover?  
PSEA fund covers course fees only and does not cover any administrative fee, e.g. Challenge Examination (CEX). PSEA application and reimbursement amount is subject to MOE's approval on a case by case basis.
4. Do I still need to pay my course fees?  
All PSEA applicants are required to pay their full course fees upfront and applicants will be reimbursed via PayNow if their applications are successful.
5. How will I know the outcome of the PSEA application?  
Applicants should receive the PSEA statement from MOE on the deduction of the amount from their PSEA account.
6. When will I expect to receive the refund (via PayNow)?  
Successful applicants will expect to receive the reimbursement payment from SUSS via PayNow around:
  - End of April (for January semester)
  - End of October (for July semester)

**Please ensure that you have opted for NRIC number at the point of registration with your bank. Payments will not be credited to your bank account if it is linked to PayNow via mobile number.**

7. Can I apply for PSEA if I am above 30 years old?  
Your PSEA will be automatically closed in the middle of the year when you or your sibling turn 31. The unused funds in the account will be transferred to your/sibling's CPF Ordinary Account (CPF-OA).
8. Can I apply for PSEA using my sibling's PSEA account?  
Yes, you can. The deduction will be made from your PSEA account first and only when there is insufficient fund in your account, the next deduction will be made from your sibling's account. If the PSEA deduction is successful, the PSEA account holder will be notified on the deduction amount through the monthly statement from MOE.
9. Can I apply for PSEA if my PSEA balance amount is less than my paid course fees?  
Yes, you can. The PSEA deduction will be made according to the amount stated in the PSEA application form.
10. Can I apply for PSEA and SkillsFuture Credit (SFC) claim for the same semester? Yes, you can. Your PSEA claim amount stated in the PSEA application form should exclude the SFC claim amount. More details on SFC claim are available at <https://www.skillsfuture.gov.sg/>

**Important Notes on How to submit online PSEA Adhoc Withdrawal Application Form**

- a. Call the PSEA hotline at 6260 0777 to find out the balance amount that you have in your existing PSEA account. Please follow these steps:
- Dial 62600777
  - Press 1 for English
  - Press 1 (For PSEA account balance enquiries)
  - Press 1 (Account nos. start with "S")
  - Key in your NRIC nos., follow by a "#" key
  - Press 1 to confirm your NRIC Nos.
- b. Upon confirmation of the balance amount, applicant is required to indicate the correct amount on the Adhoc Withdrawal Application Form online. Please take note of the following:
- You are only allowed to claim the exact amount of your fully paid course fees for the semester in correspondence with your PSEA account balance
  - Do not over-claim your course fees
  - Do not indicate the total programme fees of a degree programme
  - Please **DO NOT** submit multiple applications. In the event there are multiple applications from the same student, **only the latest submission** will be processed.

Submit an online application by the submission deadline via the URL

<https://form.gov.sg/663cf40ebe5b35166a23facd>

- c. Please login using your SingPass account for online submission if you are 21 years old and above. If you are below 21 years old, a parent/guardian has to login to the SingPass account for online submission.

**Applicant Guide**



# SUSS - IHL PSEA Ad Hoc Withdrawal Application

🕒 5 mins estimated time to complete

## Instructions

1. You will need your Singpass to submit this form. If you do not have a Singpass, please register via <https://www.singpass.gov.sg/home/ui/register/instructions>

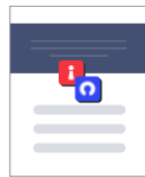
2. This form is to be completed by:

- i. an account holder who is at least 21 years old as of today; OR
- ii. a parent of the account holder who is below 21 years old; OR
- iii. a legal guardian of the account holder who is below 21 years old.

To check if you/your child has PSEA, please call our 24-hour automated PSEA hotline at 6260 0777.

3. Incomplete or invalid submission will result in the rejection of the application.

4. Information in this application will be shared with the institution. By submitting this form, you consent to the data sharing.



Log in with Singpass →

Sign in with Singpass to access this form.

4. Are you a PSEA account holder?

Click on one of the buttons



- Yes, I am a PSEA account holder who is at least 21 years old as of today.
- No, I am a PARENT of the PSEA account holder who is below 21 years old.
- No, I am a LEGAL GUARDIAN of the PSEA account holder who is below 21 years old.

1. Select: **SUSS – Student Records**: For Current Students
2. Select: **SUSS – Office of Admissions**: For New Part Time Undergraduate & Law Intake Students
3. Select: **SUSS – GS Admissions**: For New Graduate Programme Intake Students

### PSEA Usage Category

Select: **TTF-FULLQ**

Course/Fee Description.

Indicate your Program code (E.g: FMT-MAJ1).

Indicate the withdrawal amount.

### Part 2: PSEA Usage

5. Faculty/Department

Your application will be forwarded to the selected faculty/department for verification.

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6. Student card number (optional)

e.g. Admission No., PI No., Matriculation No., etc

7. Usage category

Check with your institution on the usage category to select.

For enrichment programme charges: EPC-\_\_\_\_\_

For Skillsfuture courses: SSG-PDEV

For tuition fees: TTF-\_\_\_\_\_

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8. Course/Fee description

For SSG-PDEV, enter the course name.

For EPC- and TTF-, briefly state the purpose/description of this withdrawal.

9. Withdrawal amount

 – | +

**Authorisation**

Tick check box to authorise and click Submit Now button.

**Part 3: Authorisation and Acknowledgement**

10. Authorisation

- Under Section 16(D) of the Education Endowment and Savings Schemes Act, I authorise the PSE Scheme Administrator to deduct the account holders' PSEA to pay for the fees or charges incurred at the training institution indicated in Part 2.
- I will furnish any document which the PSE Scheme Administrator may require for verification purposes. I also authorise the PSE Scheme Administrator to obtain any information or documents which may be required for such purposes, from the relevant authorities/persons.
- I declare that, to the best of my knowledge, all the information in this form is true and accurate.

Submit now